Record of School Leavers Worksheet for gathering dropout information.

School Name: School Year:								REC	ORD OF	- SCF	100F	EAVE	RS- M	RECORD OF SCHOOL LEAVERS- MONTANA	
Student Name	Student ID	Date Last in School	Grade Not Attending	Gender	Race/ Ethnic C	Voc. Ed. Concent	IEP I	LEP F	Free/Reduced (Y/N)	Migrant (Y/N)	Reason for Leaving*	Fall "No Show"	Dropout (Y/N)	Remarks	
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* Codes on back.															1

Reasons for Leaving

A. Dropout

- 01—Academic difficulty—The student left school because of academic difficulty.
- **02—Attendance difficulty—**The student left school because of noncompliance with attendance and credit policy.
- 03—Economic reasons—The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing.
- 04—Employment—The student left school to seek or accept employment, including employment required to support parents or other dependents.
- 05—Expelled—The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended. Any relevant information obtained during resulting hearings or proceedings should be incorporated in the student record.
- **06—Illness**—The student left school because of illness.
- **07—Job Corps or similar program**—The student left school to join the Job Corps or a similar program.
- 08—Language difficulty—The student left school because he or she was experiencing difficulty with language.
- **09—Marriage—**The student left school because of marriage.
- 10—Military—The student left school to join the military.
- 11—Need at home—The student left school to help with work at home, including work on the family farm.
- 12—Over compulsory age—The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8th grade completion).
- **13—Pregnancy**—The student left school because of pregnancy.
- 14—Poor personal relationships—The student left school because of poor personal relationships.
- 15—Reached maximum age—The student left school because he or she reached the maximum age allowed by the district and was no longer eligible for instruction.
- 16—Other known reason—The student left school or was required to leave for some known reason other than those listed above. Any such reason should be specified.
- 17—Unknown Reason—The student left school for a reason which is not known.
- 18—GED—The student left school to obtain a GED (General Educational Development). Note: If GED was received a GED through a school district sponsored program, code as Other High School Completer (Code 36).
- 19—Suspended—The student was required to leave school by authority of a teacher, superintendent, or principal, and did not return after the suspension period ended.

B. Other Reasons, Not a Dropout

- 20—Alternative education—The student is in an alternative education setting (e.g., off-campus extension, hospital/homebound instruction, special education residential, correctional institution evaluation).
- 21—Articulated—The student completed the education program of this school (if an elementary school) and moved to a higher-level program at another school.
- **22—Death—**The student died and will be removed from the rolls.
- 23—Graduated—The student completed the required high school program and received a diploma.
- 24—Long-term illness—The student is receiving treatment or recovering from a severe physical or emotional illness or drug/alcohol abuse and the district has validated the need for long-term absence.
- 25—Expelled with option to return—The student was expelled, but has option to return and that period is not yet over.
- 26—Expelled with option to return—long-term out-of-school (more than 10 days)—The student was expelled, but has the option to return, and that period is not yet over.
- 27—Expulsion for Handgun—Gun-Free Schools Act—The student was expelled under the provisions of Section 20-5-202(2) MCA for possessing a handgun on school property.
- 28—Expulsion for Rifle/Shotgun—Gun-Free Schools Act—The student was expelled under the provisions of Section 20-5-202(2) MCA for possessing a rifle or shotgun on school property.
- 29—Expulsion for Explosive Device—Gun-Free Schools Act—The student was expelled under the provisions of Section 20-5-202(2) MCA for possessing an explosive device on school property.
- 30—Transfer, Home School—The school has been notified by a parent that the student is enrolled in a home school that is on record with the county superintendent.
- 31—Transfer, Public or Private School—A transcript request for record has been received from a public or private school or from a high school program that is part of a Job Corps or similar program with a high school education program (not GED).
- 32—Certificate of Completion—The student has exited an educational program through receipt of a certificate of completion, fulfillment of an IEP or similar mechanism.
- 33—Suspended with option to return—The student was suspended, but has option to return and that period is not yet over.
 34—Suspended with option to return—long-term out-of-school (more than 10 days)—The student was suspended, but has the option to return, and that period is not yet over.
- 35—Expulsion for Other Dangerous Weapons—The student was expelled for possessing on school property a weapon or device capable of causing death or serious injury [18 USC 930(g)21].
- 36—Other High School Completer—A student that received a GED certificate through a school district administered GED program.